

INVESTIGATIVE REPORTS

Report Writing and Distribution

APPROVAL/TRANSMITTAL

This directive has been revised to include the standard distribution list of investigative reports (exhibit H), the Agency liaison officers for OIG investigations (exhibit I), and regional attorney service areas for OIG reports (exhibit J). This supersedes Staff Memoranda I-97-4-8611, dated April 7, 1997, and I-97-5-8611, dated May 5, 1997. File exhibits H, I, and J with IG-8611, dated June 1996 and January 1999.

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ROGER C. VIADERO  
Inspector General

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APPROVAL/TRANSMITTAL

This directive has been revised to make a correction to paragraph (C7d) and to forward a revised exhibit F. Remove and destroy pages 10 and 11 and exhibit F and replace with the attached.

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ROGER C. VIADERO  
Inspector General

INVESTIGATIVE REPORTS

Report Writing and Distribution

APPROVAL/TRANSMITTAL

This directive has been combined to include directives IG-8611, Report Writing, and IG-8631, Report Distribution, and combines policy and procedures for report writing and distribution. It has been written to comply with Executive Order 12861, dated September 11, 1993. This supersedes IG-8611, dated December 1992, and IG-8631, dated August 1993. Remove and destroy previous editions.

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ROGER C. VIADERO  
Inspector General

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EXHIBITS

Exhibit A     Biographical Data  
Exhibit B     Report of Investigation  
Exhibit C     Report of Investigation  
Exhibit D     Chart, Schedule, worksheet  
Exhibit E     Witness List  
Exhibit F     Notification of Conflict of Interest (Form OGE 202)  
Exhibit G     Sample Transmittal Memorandum



A. BACKGROUND. The Report of Investigation (ROI) focuses on criminal or civil violations, personnel matters, or administrative problems. Special agents must prepare the ROI with a specific focus in mind.

Each ROI must contain clear and concise statements summarizing the pertinent information. Lengthy, complex, and compound sentences should be avoided. Sources for all relevant information must be fully identified. Information should be reported in context, i.e., fact as fact, hearsay as hearsay, observations as observations, etc. Because the report is exhibit oriented, the narrative will be a summary of facts which refer the reader to particular exhibits for greater detail. The reader should not be referred to an exhibit to find the salient facts.

B. POLICY. ROI's shall be prepared following the style, format, and procedures in this manual issuance. Distribution of ROI's shall be limited to officials responsible for taking actions in the matters investigated and those having an official need to know the results of the investigation. ROI's may be requested under the Freedom of Information Act (see IG-1411, Handling Requests and Releases). The ROI should not improperly or needlessly disclose information protected by the Privacy Act (see IG-1421, Personal Privacy Information), Right to Financial Privacy Act (see IG-1427), Hotline Complaints (see IG-9160), or controlled investigative techniques (see IG-1464, Grand Jury Information; IG-8460, Consensual Monitoring and Electronic Tracking; IG-8464, Confidential Informants and Investigative Operatives; IG-8465, Mail Covers; and IG-8466, Undercover Investigations and Documents).

### C. PROCEDURES

1. Types of Reports. There are five distinctive types of reports.

a. Reports of Investigation are used to report the final results of an investigation.

b. Supplemental Reports are used to report the results of an additional investigation of the same title and type.

c. Prosecutive Memorandums are used to report the results to a prosecutor prior to issuing the ROI. The limitations on reporting privacy information (IG-1422 and IG-1427) generally do not apply. The restrictions associated with grand jury material (section C3e and IG-1464) do not apply provided the prosecutor is authorized access. In addition, all biographical data concerning the subject (exhibit A) should be attached, including a criminal records check.

d. Preliminary Reports are used to report investigative findings prior to completion of the investigation. Only one preliminary report may be issued during an investigation. When used, the words "PRELIMINARY REPORT" must be centered, typed in uppercase letters, and underlined two spaces below "REPORT OF INVESTIGATION" on the title page. The first paragraph on page 2 of the report should be a disclaimer.

(C 1 d)

Example: This investigation is not complete. Further investigation may provide additional facts which substantiate or refute the information reported.

When a preliminary ROI has been issued, the final ROI may be prepared in either of the following ways.

(1) The completed ROI may be limited to information developed since issuance of the preliminary ROI, in which case the completed ROI must begin by referencing the preliminary report and date of issuance.

Example: All available facts regarding this investigation are included in the preliminary report issued on September 5, 1992, and this report.

(2) The completed ROI may report all the relevant facts. The completed ROI must clarify this at the outset.

Example: The facts furnished in the preliminary report issued on January 6, 1992, are included in this report.

e. Preemployment Inquiry Reports report the results of background inquiries involving criminal investigator candidates.

2. Preparing The Report of Investigation (See exhibits B and C). All references to names of individuals and businesses, except for Federal agencies, should be in uppercase letters. Use the 2-digit U.S. Postal Service State abbreviation and zip codes.

a. Title Page. Prepare the computer generated title page according to instructions that follow (also see exhibits B(1) and C(1)).

(1) Office. Under "United States Department of Agriculture, OFFICE OF INSPECTOR GENERAL-INVESTIGATIONS," type the region, city and State.

(2) Title Block. The title block will contain the following.

(a) File Number. The unique number found on the Case Opening Memorandum which authorized the investigation.

(b) Date. The date of the approved ROI.

(c) Title. The subject's name, position, agency/business affiliation, street address, city, State, and zip code.

(C 2 a (1) (c))

When there is inadequate space in the title block, a continuation page is placed immediately behind the title page of the report and numbered "1a" (see exhibit B(2)). Center additional title information under the heading "Title Continued." Do not include other information on this page.

No personal data (i.e., Social Security Number, date of birth, etc.) will be included in the title block - see Biographical Data, section C5.

(d) Case Type. List the nature of the issue(s) investigated as specifically and all inclusively as possible. Do not use the word "Alleged."

Example: Unauthorized Disposition of Chattel; Conspiracy-Recipient Fraud.

(3) Special Agent. The name of the agent who prepared the ROI and the agent's office location.

(4) Approval. Before an ROI is distributed, it must be approved, normally by the SAC or DD/I. The approving official will sign above his/her typewritten name and title. When an acting official approves an ROI, the signature block will be annotated with the word "for."

(5) Distribution. See section C7 for completing the distribution block.

b. Text. The text of the ROI is a compilation of the following (also see exhibits B and C).

(1) Synopsis. The synopsis (1) states what was investigated (do not identify the requester or complainant); (2) states the results in a sentence or two; (3) reports whether the subject confirmed or denied the allegations; and (4) provides any mitigating or aggravating circumstances.

If a synopsis serves no purpose, such as in a short report, the ROI begins by stating what was investigated without identifying the complainant or requester. There is no heading associated with this statement.

Example: This investigation was conducted to determine if TOM JONES trafficked in U.S. Department of Agriculture food coupons.

(2) Background. This section of the ROI is optional. It is intended for investigations containing unusual, confusing, or complex issues which may need an explanation. For example, it may be necessary to describe the program or situation so the reader will understand the nature of

(C 2 b (2))

the violation or problem. The background should lead the reader into the specific issues reported.

This section is not a substitute for reporting direct evidence. It may contain information not attributed to any source. However, when information presented in the "background" directly relates to proving the elements of an offense, the information must be set out and attributed to a source in the later text or exhibits.

(3) Issue Investigated. The heading (e.g., Unauthorized Disposition of Mortgaged Property - 18 U.S.C. § 658) draws the reader's attention to a specific issue(s). An "issue" is a factual situation which may or may not involve criminal violations. If a single issue involves multiple violations, it can be combined and reported under one heading (e.g., Unauthorized Disposition of Mortgaged Property, 18 U.S.C. § 658; Bribery and Graft, 18 U.S.C. § 201).

For criminal cases, the elements of proof for each violation must be addressed through testimony, documentary evidence, etc. Also include any credible exculpatory or mitigating information developed and any rebuttal information.

The reader's identity must be kept in mind. If the report is being written solely for agency action, fewer documents and a less detailed explanation of the issue may be necessary. If the report concerns a prosecutable agency matter, however, the prosecutor may not be familiar with the agency or the specific program, thus more detail may be required. In either event the ROI must stand on its own merit.

Avoid referencing code citations that are not routinely charged as a result of an investigation and criminal violations that are not specifically discussed with a Federal, State, or local prosecutor. When reviewing ROI's, ensure that appropriate references have been made to the applicable section of the criminal code. If there is doubt about the appropriate criminal code citation, do not reference a specific citation.

(4) Ending the ROI. Following any prosecutive determination reported, the text will be followed by a line of five double-spaced asterisks centered under the text with one vertical space separating them from the text. No further information will follow.

(5) Exhibits. Exhibits supplement, amplify, and support information in the text of the report (i.e., statements, interviews, records, schedules, etc.). An exhibit should (1) be legible even if it is a conformed copy (i.e., the illegible portion of the document should be made legible by writing in the information); (2) be relevant and necessary for a complete understanding of the investigation (e.g., a falsified document); and (3) reduce the narrative of the ROI.



(C 2 b (5))

Example of an unnecessary exhibit: A Waiver of Rights form should not be included. The fact that a subject was informed of his/her rights and waived them can be documented in the narrative or in a memorandum of conversation.

Exhibits are consecutively numbered as they appear in the ROI. The exhibits should be numbered using Arabic numerals in the lower right corner (i.e., Exhibit 1, Exhibit 2, etc.). Each page must be numbered when there is more than one page (e.g., Exhibit 3, Page 1 of 6).

(6) List of Exhibits. When more than six exhibits are attached, the agent must use a List of Exhibits. The List of Exhibits is the last numbered page of the ROI and immediately precedes Exhibit 1. It should contain three columns.

Example:

<u>LIST OF EXHIBITS</u>		
<u>Exhibit</u> <u>Number</u>	<u>Description</u>	<u>Page</u>
<u>Introduced</u>		

(See exhibit B(6))

The exhibits section is separated from the text by a bottom-centered tabbed divider and identified "Exhibits." For a large number of exhibits, every exhibit, every fifth exhibit, etc., may be tabbed with the exhibit number to facilitate locating documents. When this option is used, the numbered tabs should be uniformly distributed from left to right across the bottom of the pages.

### 3. Other Report Provisions

a. Headings. The major section headings should be in uppercase, centered, and underlined. Report subheadings should be placed at the left margin, have the first letter of each word in uppercase, followed by a period and underlined. The text should follow the subheading.

Example:

BACKGROUND  
(Text)  
ISSUE INVESTIGATED  
(Text)

Subheading. (Text)

b. Interviews. Interviews are used in two ways.

(C 3 b)

(1) Interview notes should be prepared contemporaneous to the interview. The notes are transcribed into a Memorandum of Interview (MOI) as soon as possible following the interview. The MOI identifies the interviewee and provides all information pertinent to the specific investigation. The identifying data must include the interviewee's name, address, telephone number, date of interview, and SA's identity.

The agent can summarize in the text of the ROI what the witness said and refer the reader to the exhibited MOI for more detail. A consolidated MOI can be prepared when a witness is interviewed more than once. The dates of each interview should be shown, but it is not necessary to attribute specific information to a particular date. The MOI must be typed (see exhibit B(7)).

(2) When witness information will only be used in one place and will only take seven or eight typewritten lines, the witness can be identified (name, position, agency, city, and State) in the text of the report and the substance of the interview reported without attaching an MOI (see exhibit B(5)).

c. Use of Titles. In the narrative, normally titles (e.g., Col., Mr., Mrs., Dr., etc.) will not be used.

d. Agent's Note. The Agent's Note is used to assist the reader in analyzing confusing or contradictory evidence. It can be used anywhere in the ROI. However it must not lead readers to conclusions which are not fully documented in the ROI. It is not a substitute for properly reported facts and sources of information.

e. Grand Jury Material. Grand jury material must not appear in the ROI. It should, however, be reported in the prosecutive memorandum (see IG-1464).

In certain circumstances, a modified ROI may be prepared for normal agency distribution. The modified ROI must exclude all grand jury material which can be accomplished by removing it and indicating its absence with a series of three asterisks (\*\*\*). The reader must be informed additional information was obtained which cannot be disseminated; however, no reference should be made in an ROI or the transmittal that grand jury information was used. Wording such as the following could be used.

Examples: Information was obtained during this investigation which cannot be released and has been deleted from the report.

Additional information was developed during the investigation which cannot be released.

(C 3 e)

An exception is when the grand jury returns a true bill prior to issuance of a report. The facts contained in the true bill and evidence used in court, or released by court order, can be used in a report.

f. Prosecutive Determinations. The text of ROI's should end with a prosecutive determination. The following situations may exist.

(1) The prosecutor knows the case facts and a specific determination to prosecute or decline prosecution has been made.

Examples: An Assistant U.S. Attorney, District of Nebraska, has decided to prosecute SMITH.  
An Assistant U.S. Attorney, District of Nebraska, has declined to prosecute SMITH due to a lack of criminal intent (or other reasons).

(2) The facts of the investigation are known to the prosecutor, but the prosecutor will not make a prosecutive decision until after reviewing the report.

(3) The facts of the investigation have not been presented to a prosecutor. No reference should be made in the ROI regarding a pending decision. This situation may be reported in the transmittal memorandum to the agency.

g. Charts and Schedules. Charts and schedules should be used as exhibits to consolidate and display quantities of information which would require lengthy narrative explanations or numerous documents attached as exhibits (see exhibit D).

Ensure the chart or schedule is germane to the issue being investigated. It must be easily understood, well organized, properly documented, and annotated with the identity of the preparer. Charts or schedules must focus on the issue and should not include unnecessary or irrelevant information.

A small chart or schedule can also be inserted in the text of the ROI depending on its size and whether that location facilitates a better understanding of the issue.

h. Assisting Special Agents. SA's will be identified with the specific information they have gathered (e.g., an interview, photograph, or schedule). The identification can be done in the exhibit, the text of the ROI, or in the Witness List.

Example: CHARLES TILLY, Columbus, OH, interviewed by FRED JONES, Special Agent, Chicago, said he saw JOHN SMITH unload cattle at the COLUMBUS AUCTION YARD.

(C 3)

i. Addresses. The address of each witness will be shown in the text or on an exhibit, and in the witness List, if applicable.

4. Witness List. The witness List (exhibit E) is often used with an ROI transmitted to a prosecutor and is attached to the transmittal letter. A Witness List normally includes (a) the identity of each witness (title, agency, etc.); (b) the residence address (street address, apartment number, city, State, zip code) and telephone number; (c) the business address (street address, suite number, city, State, zip code) and telephone number; (d) a short summary of what the witness can testify about; and (e) any criminal record which could affect the credibility of the witness.

Because the witness List has limited use and distribution, it may be appropriate to include other people not mentioned in the ROI.

5. Biographical Data. The transmittal letter to the prosecutor must contain the results of a criminal records check and personal information for the subject (see exhibit A). This should include (a) full name; (b) complete residence address and telephone number; (c) complete business address and telephone number; (d) date and place of birth; (e) physical description to include race, height, weight, known scars, and tattoos; (f) Social Security Number; (g) drivers license number and State; (h) FBI number; (i) State criminal identification number; and (j) criminal record.

6. Management Memorandum (MM). The MM is used to supplement the ROI with specific investigative observations. The SAC sends the MM to the AIG/A with a copy to the RIG/A and AIG/I. The MM may be observations unrelated to the investigative matter, but of which the program manager should be made aware. The MM is different from the transmittal letter wherein the SAC may highlight ROI findings for the action addressee. The AIG/A will determine whether the matter is to be (a) included in current or planned audit activity, (b) reported to the agency as a recommendation subject to audit resolution, or (c) reported to the agency for information.

7. Report Distribution. Listed below are standard distributions and exceptions. However, the distribution should be altered as circumstances warrant. Refer any questions about distribution to the AIG/I. The SAC's and DD/I's must ensure that copies of ROI's are distributed to appropriate officials and that original ROI's are filed in the case files.

a. Standard Distribution within USDA

Action Addressee	1 copy	<u>1/</u>
Agency Liaison Officer	2 copies	<u>1/</u>
Associate General Counsel		
or Regional Attorney, OGC	1 copy	<u>1/</u>
AIG/I	1 copy	Include transmittal memo.

1/ Specific addressees for each agency code, variations to the standard distribution, and lists of agency liaison officers and OGC service areas are contained in memoranda issued by the AIG/I.

(C 7)

b. Exceptions to Standard Distribution Within USDA

(1) Sensitive Cases. For cases involving high-level Department officials or containing sensitive information, consult the AIG/I for exceptions to the standard distribution.

(a) Management Official. Do not distribute a copy of the ROI to the subject, a subordinate of the subject, or the office of the subject.

(b) Senior Executive Service and Schedule C Employees. The Director, OP, is the action addressee on investigative reports having members of the Senior Executive Service or Schedule C Employees as subjects.

(2) Program Cases. If employee misconduct is disclosed in program investigations, send one copy each to (a) Director, Employee Relations and Development Division, Human Resources Management, and (b) Associate General Counsel, Legislation, Litigation, Research and Operations, OGC, in addition to the regular distribution.

(3) Employee Misconduct Cases. Send one copy to the Director, Employee Relations and Development Division, Human Resources Management.

(4) Sale of Salvaged USDA Donated Commodities. If the investigation pertains to commodities damaged en route to the consignee and title has not passed, distribute the report as a category 199 (AMS), 348 (FSA), or 2499 (FSIS). If the consignee has taken delivery, distribute the report as a category 2730 (FCS).

(5) Hotline Complaints. Forward one copy of any ROI based on a hotline complaint, or which has incorporated a hotline complaint, to the D/PID.

(6) Accident Cases. The Resources Management Division will send a copy of an accident case ROI to OGC if a tort claim is filed.

(7) Negative Cases. Do not distribute a negative ROI to OGC unless OGC requested the investigation.

(8) Cases of Interest to OIG/Audit. Send to the RIG/A, or other official, copies of investigative reports based on audit referrals or when the information is of special interest to Audit. The audit official is responsible for security and disposition of the investigative reports.

(9) Cases of Interest to Other OIG or Agency Officials. When report information is of interest to another OIG manager or to an agency other than that of the action addressee, send one copy marked "(info)" to the interested officials.

(C 7)

c. Distribution Outside USDA

(1) Right to Financial Privacy Act Considerations Prior to Distribution. If a report references information obtained pursuant to an OIG subpoena issued under the Right to Financial Privacy Act of 1978 (RFPFA), 12 U.S.C. § 3401 et seq., and the customer was so notified, then the report should not be transferred to another Federal agency outside USDA unless the customer is notified within 15 days of the transfer. The OIG Legal Staff must be notified of the transfer in time to draft notification documents. An exception applies when the transfer is to the Attorney General for criminal purposes. Transfers to State or local agencies are not governed by the RFPFA. However, transfers to such agencies cannot be used as a subterfuge to transfer the records to another Federal agency. Further information concerning RFPFA matters is in IG-1427, Right to Financial Privacy Act.

(2) Distribution Within the Executive Branch

(a) General. The SAC's or DD's/I may distribute a copy of a report to another Department or independent agency for law enforcement purposes. A copy of the transmittal memorandum shall be sent to the AIG/I.

(b) Department of Labor. For Job Corps Center and other programs administered under delegation of authority from the Department of Labor, one copy should be sent to the address given below. The entire report should be sent if all of it is pertinent. If not, only information of interest to Labor should be extracted and furnished.

Office of Inspector General  
U.S. Department of Labor  
Room S-1303  
200 Constitution Ave. NW.  
Washington, D.C. 20210

(c) U.S. Attorney. On criminal matters, one copy should be sent to the U.S. attorney or other U.S. Department of Justice offices.

(3) Distribution Outside the Executive Branch

(a) Law enforcement agencies. In accordance with the Privacy Act's routine use provisions of OIG's Systems of Records Notice, a SAC or a DD/I may release, for law enforcement purposes, an investigative report to a State or local agency charged with investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto. A copy of the transmittal letter should be sent to the AIG/I.

(b) Other releases. Except as related to law enforcement agencies cited above, the release of investigative reports outside the Executive Branch must be approved by the AIG/PD&RM.

(C 7)

d. Conflict of Interest Violations. Notification to the Office of Government Ethics (OGE) is required for ROI's referred to DOJ for consideration of conflict of interest violations of 18 U.S.C. §§ 203, 205, 207, 208, or 209, by current or former USDA employees. When issuing an ROI concerning these offenses, an OGE Form 202, Notification of Conflict of Interest Referral (exhibit F), should be forwarded to the D/PDOTD. The USDA employees should not be identified by name. Whenever the following case actions occur, a status memorandum should be sent to the D/PDOTD without naming the subject employees: (1) DOJ declines criminal prosecution; (2) an indictment or information is filed; or (3) all criminal proceedings are completed. The D/PDOTD will keep copies of the forms and send the originals to the Director, Office of Ethics, for forwarding to OGE.

e. Transmittal Memorandum (Transmittal). Exhibit G should be used as a guide in preparing a transmittal; however, other useful information may be included.

The transmittal should be addressed to the action addressee. List at the lower left on the original and all copies of the transmittal, the officials (except the action addressee) who are receiving it. A copy of the transmittal should be attached to each report distributed.

The U.S. attorney should be excluded from the distribution list on the transmittal to the agency to preclude the U.S. attorney from receiving correspondence on administrative action.

Personnel regulations generally require an agency to make available to an employee all material used to support removal, suspension for more than 14 days, furlough without pay, or reduction in rank or pay. The transmittal should use the language contained in paragraph (4) of exhibit G to caution agency personnel against releasing superfluous information.

Although FSA county and community committee members and county office employees are not Federal employees, they also have access to information in OIG reports that is the basis for adverse personnel action. Therefore, paragraph (4) of exhibit G should be used, in addition to either paragraph (1), (2), or (3). This is particularly important in program cases that also contain personnel matters.

f. Transmittal Envelope. "FOR OFFICIAL USE ONLY" should be marked on envelopes transmitting investigative reports. "TO BE OPENED BY ADDRESSEE ONLY" should also appear in bold letters on envelopes transmitting misconduct investigative reports.

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BIOGRAPHICAL DATA

(See § C5)

1. Name: DEALER, WHEELER ALFRED
2. Residence Address: 7 Pickers Lane  
Lampasas, TX 12345  
(512) 555-1234
3. Business Address: NUMERO UNO MARKET  
501 South General Bruce  
Lampasas, TX 12345  
(512) 555-5678
4. Date/Place of Birth: December 5, 1940, Santa Fe, NM
5. Physical Description: white male, brown hair, blue eyes,  
5'10", 1" horizontal scar at base of  
chin, 1" heart tattoo in left palm  
with "LAURA" under it.
6. SSN: 755-05-3002
7. Driver's License: 12345678, Texas Operator
8. FBI Number: 8759167
9. State ID Number: Texas-375016
10. Criminal Record:

<u>Date</u>	<u>Place</u>	<u>Charge</u>	<u>Result</u>
8/78	Santa Fe, NM	Arson	Dismissed
5/75	San Diego, CA	Assault with a Deadly Weapon	Plead to Drunk Driving
1/79	Houston, TX	Mail Fraud- Coupon Clipping	\$500 Fine 3 year probation
11. Other Information: Speaks fluent Spanish.





## Title Continued

(See c2a(1)(c))

ALBERT JOE DODSON  
111 West Avenue  
Nowhere, TX 00000

WHEELER A. DEALER  
134 New Avenue  
Nowhere, TX 00000

WHEELER A. DEALER-SMITH  
10000 WESTWARD BOULEVARD  
Notown, TX 00000

ALBERT JOE DODSON  
000 West Street  
Nowhere, TX 00000

WHEELER A. DEALER  
0000 WEST STREET  
Notown, TX 00000

ALBERT JOE DODSON  
000 West Street  
Nowhere, TX 00000

Te-328-1

SYNOPSIS

(See § C2b(1))

This investigation was conducted to determine if MALE VIOLATOR violated provisions of the Payment-in-Kind (PIK) program. VIOLATOR forged the name of a farm owner and falsely certified he had complied with the PIK program regulations. This constituted a claim against the Government, and VIOLATOR was issued a PIK Entitlement worth \$10,594.85, half of which belonged to the farm owner. VIOLATOR certified he harvested his Conservation Use Acreage (CUA) wheat for hay when in fact he harvested the wheat, which was mortgaged to the Government, and sold it in CONSPIRATOR's name for \$4,381.46. The money was used for other than farm expenses. VIOLATOR admitted he forged the farm owner's name, falsely certified he had complied with the PIK program regulations, and sold wheat in CONSPIRATOR's name because he needed the money for non-farm expenses. CONSPIRATOR admitted signing the check for VIOLATOR because the Government gets more than its share in taxes.

BACKGROUND

(See § C2b(2))

The PIK program is designed to encourage farmers to further reduce the 1993 crop acreage of wheat, corn sorghum, upland cotton, and rice. In return for participation in the PIK program, a producer will receive an amount of the commodity as payment for reducing planted acreage. The purpose of the PIK program is to reduce production and excess supplies which have been depressing farm prices. The PIK program is administered by the Farm Service Agency (FSA).

FORGERY - 18 U.S.C. § 495

(See § C2b)

ED BRANTLY (Exhibit 1), County Executive Director (CED), Dallas County FSA, said the PIK program came into effect on January 24, 1993. The program allowed a farmer to identify acreage as CUA, or more commonly known as "set aside acreage." The program came into being after the 1993 wheat crop had been planted and provisions were made for the farmer to dispose of the crops already planted. These provisions had to be met at the time the farmer completed the "Report of Acreage" form (ASCS 578), or by the cutoff date of May 25, 1983. The farmer also had to complete an "Intention To Participate and Application for Payment" form (ASCS 477) and a "Contract To Participate in the 1983 Payment-In-Kind (PIK) Diversion Program" (CCC 477). BRANTLY prepared an article that was published in the local newspaper explaining the PIK program and he prepared a letter that was mailed by his clerk, SARA LEE, to all eligible producers in the county, explaining the PIK program.

SARA LEE (Exhibit 2), Clerk, Dallas County FSA, said VIOLATOR completed and signed in her presence forms ASCS 578, ASCS 477, and CCC 477. Forms ASCS 578 and CCC 477 contain essentially the same information; however, the ASCS 578 indicates the fields used, what crops were planted, and the number of acres involved in both these categories and the acres set aside as CUA. The ASCS 578 also contains a certification signed by the individual which indicates the information provided is, to the best of the individual's knowledge, true and correct. The execution of the ASCS 578 is a claim in that it causes the individual to receive a "PIK Entitlement" (CCC 477-1). This document represents the individual's payment for participation in the PIK program and is the authorization to collect a specified number of bushels of a particular commodity from a designated elevator. LEE mailed VIOLATOR a copy of the letter prepared by BRANTLY explaining the PIK program.

JOHN Q. FARMER, owner, Farm Q-6 (Exhibit 3), examined the "Intention to Participate and Application for Payment," form ASCS 477 (Exhibit 4), for Farm Q-6, and said the producer's signature appearing on this document was not his. He did not give anyone permission to sign his name on this form and he does not know who signed his name.

VIOLATOR provided a statement (Exhibit 5) and admitted he forged the producer signature on the "Intention to Participate and Application for Payment" (Exhibit 4).

(See § C3d)

Agent's Note: Handwriting exemplars were obtained from VIOLATOR early in the investigation and prior to actually interviewing him. The exemplars and the suspected forgery have been submitted for expert analysis. The results of the analysis will be made available when it is finalized.

As a result of forging the producer's name on the "Intention to Participate and Application for Payment" (Exhibit 4), VIOLATOR received a PIK Entitlement valued at \$10,594.85 (Exhibit 6), half of which should have been paid to FARMER.

SUBMISSION OF FALSE STATEMENTS/CLAIMS - (See § C2b)  
18 U.S.C. § 1001, 15 U.S.C. § 714 m(a) and 18 U.S.C. § 287

VIOLATOR enrolled the farm he was operating in the 1993 PIK program using the "Intention to Participate and Application for Payment," form ASCS 477, with FARMER's forged signature (Exhibit 4). He subsequently certified on the "Report of Acreage," form ASCS 578 (Exhibit 7), he had complied with the PIK program regulations and harvested his wheat crop for hay on the designated CUA. This certification constituted a claim and caused the Commodity Credit Corporation (CCC) to issue VIOLATOR a PIK Entitlement valued at \$10,594.85 (Exhibit 6). The subsequent examination of the CUA on Farm Q-6 by PETE PLANTER, Field Specialist, FSA (Exhibit 8), revealed VIOLATOR had not harvested his wheat crop for hay as he had certified. PLANTER found the wheat on VIOLATOR's CUA had not been destroyed. Instead it had been harvested and sold to INTERNATIONAL COMMODITIES.

VIOLATOR (Exhibit 5) admitted harvesting the wheat on his CUA and selling it to INTERNATIONAL COMMODITIES. He signed the "Report of Acreage" (Exhibit 7) which certified he had harvested his CUA for hay so he would receive his PIK payment from the Government. He excused his actions based on a lack of understanding of the PIK Program and due to the fact he had run out of money. BRANTLY said VIOLATOR had asked many questions regarding the PIK Program and knew more about the PIK Program than most farmers when he signed up to participate.

UNAUTHORIZED DISPOSITION OF MORTGAGED PROPERTY - 18 U.S.C. § 658;  
CONSPIRACY - 18 U.S.C. § 371 (See § C2b)

VIOLATOR signed a FSA Security Agreement (Exhibit 9) and an FSA Financing Statement (Exhibit 10), dated January 15, 1992, listing all crops growing or grown as chattels to secure his operating loan from the FSA. PLANTER, Field Specialist, FSA (Exhibit 8), discovered VIOLATOR had sold wheat harvested from his CUA in FEMALE CONSPIRATOR's name. CONSPIRATOR (Exhibit 11) said she signed check 9999 for \$4,381.46 from INTERNATIONAL COMMODITIES (Exhibit 12) for wheat sold in her name. Before signing the check, she asked VIOLATOR why he sold the wheat in her name. VIOLATOR told her he was trying to avoid paying the FSA any of the money.

VIOLATOR (Exhibit 5) admitted selling his CUA acreage wheat, valued at \$4,381.46, without the knowledge or permission of the FSA. He sold this grain in CONSPIRATOR's name so he would receive all of the funds and the FSA would not know he had sold it. He had CONSPIRATOR, an oldtime friend, endorse the check. He then cashed the check and used the money to buy parts for his pulling tractor.

(See § C3d)

Agent's Note: A pulling tractor is a competition vehicle like a race car. The pulling tractor was not mortgaged to the Government and is not considered farm equipment.

(See § C3f)

The facts associated with this investigation were presented to an Assistant United States Attorney, Central District of Texas, who agreed to prosecute VIOLATOR.

\* \* \* \* \*

(See § C2b(4))

Te-328-1

LIST OF EXHIBITS

(See § c2b(5))

<u>Exhibit Number</u>	<u>Description</u>	<u>Page Introduced</u>
1	Statement, ED BRANTLY	2
2	Statement, SARA LEE	2
3	Interview, JOHN Q. FARMER, owner, Farm Q-6	2
4	Intention to Participate and Application for Payment for Farm Q-6	2
5	Statement, MALE VIOLATOR	2
6	PIK Entitlement valued at \$10,594.85	2
7	Report of Acreage	3
8	Interview, PETE PLANTER, Field Specialist, FSA	3
9	Security Agreement dated January 15, 1992	3
10	Financing Statement dated January 15, 1992	3
11	Statement, FEMALE CONSPIRATOR	3
12	INTERNATIONAL COMMODITIES check number 9999 for \$4,381.46	3







(See § C2b(1))  
This investigation was conducted to determine if DEALER legally possessed and used United States Department of Agriculture food coupons.

(See § C2b(3))  
UNAUTHORIZED POSSESSION AND PRESENTATION OF FOOD COUPONS - 7  
U.S.C. § 2024

MAE EASTER, checker, SAFEWAY #3, Lampasas (Exhibit 1), said DEALER had purchased meat with loose food coupons the day before. She recognized DEALER in her check-out line when he attempted to purchase \$138.66 worth of meat with loose food coupons. She called the store manager. HANSEL GRETEL, manager, SAFEWAY #3 (Exhibit 2), said EASTER told him what had happened. He observed DEALER had a paper bag with what appeared to be a large quantity of loose food coupons in it. When DEALER did not have any Food Stamp Program identification, he detained DEALER. He called the police and the Texas Department of Human Resources (TDHR). Patrolmen RICARDO GONZALES and PEDRO HERNANDEZ, Lampasas Police Department, and ROY ROGERS, TDHR Investigator, all arrived at the store. GONZALES (Exhibit 3) said he informed DEALER of his constitutional rights upon arriving at the store in the presence of HERNANDEZ. DEALER agreed to talk to him and they determined DEALER had \$1,325 in loose food coupons in the paper sack. DEALER told him his (DEALER's) identification was in his car and authorized ROGERS to retrieve his wallet. ROGERS (Exhibit 4) said he and Patrolman HERNANDEZ went to DEALER's car to retrieve DEALER's wallet. Upon entering the car, additional paper bags with loose food coupons were observed. These sacks were taken to the store and inventoried. An additional \$4,000 in loose food coupons were recovered from DEALER's vehicle. He then verified through his office that DEALER was not an authorized recipient and had his office contact the Reporting Agent for assistance.

The Food and Consumer Service field office for the Lampasas area was contacted to determine whether DEALER was an authorized retailer. Their records revealed DEALER owned the NUMERO UNO MARKET, 501 South General Bruce Drive, Lampasas. He had applied for a retailer authorization in July 1984, but it was denied because of program violations committed at the store when his brother owned the NUMERO UNO MARKET.

DEALER (Exhibit 5) said he received the food coupons at his store prior to his brother losing his authorization in December 1983. He was attempting to purchase meat with the food coupons to sell in his store.

DEALER was arrested for the illegal possession of food coupons and booked as a Federal prisoner in the Harris County Jail. He was subsequently bound over for a preliminary hearing.

Te-2747-9

The serial numbers of the loose food coupons recovered from DEALER were compared to the FCS shipment records. This comparison revealed the food coupons in DEALER's possession were shipped to various locations since January 1984.

(See § C3e)

DEALER was subsequently indicted by a Federal Grand Jury for violation of Title 7, United States Code, Section 2024(b) and (c).

(See § C2b(4))

\* \* \* \* \*

Exhibit D  
of IG-8611

CHART, SCHEDULE, WORKSHEET

## CATTLE PURCHASES AND SALES BY STONEY SPADE, FSA Borrower (SF-325-54-S1)

(Date)  
"JCH"

Date	Source	Cows			Heifers			Calves			Bulls			Check Number	Amount Received		
		Buy	Sold	Bal	Buy	Sold	Bal	Buy	Sold	Bal	Buy	Sold	Bal				
<u>1991</u>																	
11/28	FSA Security Agreement	50		61			21						1				
<u>1992</u>																	
01/05	WCS		3	58										8981	1,405.75		
3/15	WCS		3	55										1783	1,764.05	<u>1/</u>	
4/19	WCS		1	54										3126	516.99		
05/08	NAR		5	49										25354	1,280.07		
05/16	Bill of Sale	23		72													
06/12	NAR		2	70										26278	1,170.11		
06/19	Bill of Sale	25		95												<u>2/</u>	
06/21	NAR		2	93										6339	666.39		
06/26	NAR		1	92							1	0		26579	757.05		
07/15	Dairy Sales, Ozark, OR		2	90				5						6547	1,703.77		
07/22	Bill of Sale				1		22										
08/28	NAR		4	86										28692	1,665.17		
12/04	Auction Yard, Smyth, WA		4	82										Unknown	1,691.87	<u>1/</u>	<u>4/</u>
<u>1993</u>																	
03/13	Auction Yard, Smyth, WA		1	81		1	21	1						10687	624.28		
09/05	WCS		12	69										14908	4,763.91		
<u>1994</u>																	
01/08	Chattel Insp.(Partial)3/			52				8									
03/13	WCS							5	3					03729	419.21		
06/09	Deaths (FSA Record) 8/		17	52													
12/09	FSA Sale		20	32							1					<u>5/</u>	
<u>1995</u>																	
02/01	Death (FSA Record)		1	31													
02/11	FSA Sale 6/		6	<u>25</u>			<u>21</u>			<u>3</u>						<u>7/</u>	
															<u>18,428.62</u>		

Legend: WCS - Washington County Sales Company, Fayetteville, WA  
 NAR - North Arkansas Livestock Auction Market, Green Forest, WA

Notes: 1/ Veterinarian advised to sell.  
2/ Spade presented a ledger which he used for his 1992 income tax. This ledger showed 21 cows sold for \$9,675.52 vs. 27 sold for \$12,627.22 here.  
3/ If the death loss of 17 credited on June 9, 1994, is subtracted from the running balance on January 8, 1994, the cows observed by the FSA may have been all the cows the borrower had. Prior to this no calve count was available.  
4/ The FSA County Supervisor recalled Spade reporting the sale of some cattle to him.  
5/ One bull was sold which was not previously observed by the FSA.  
6/ Balances based on January 8, 1994, count by the FSA.  
7/ Cattle found on neighbors property.  
8/ The purchase and return of 20 cows from Woodrow Kims is not included to save confusion. The County Supervisor had the borrower return the cows when he learned of the purchase. No money changed hands.

Te-328-1

WITNESS LIST

(See § C4)

<u>Witness</u>	<u>Expected Testimony</u>
1. T. S. ELLIOT, Special Agent Office of Inspector General, Investigations U.S. Department of Agriculture 101 South Main, Room 311 Temple, TX 76501 214-987-4455	Can testify regarding all of the facts associated with this investigation.
2. JOHN Q. FARMER Owner, Farm Q-6 Route 10, Box 69 Dallas, TX 34567 214/732-7637	He has never participated in any FSA program; that the signature on the "Intention to Participate and Application for Payment" is not his, and he never gave VIOLATOR or anyone else permission to sign his name.
3. PETE PLANTER Field Specialist, FSA Dallas, TX 34567 214/999-1010	He personally visited Farm Q-6 to determine if VIOLATOR's "Conservation Use Acreage" had been harvested for hay as agreed to. He observed a combine parked in the designated field. After VIOLATOR loaded the harvested wheat into a truck, he followed the truck to INTERNATIONAL COMMODITIES where the grain was unloaded.
4. ED BRANTLY County Executive Director FSA Dallas, TX 34567 214/372-8201	He personally dealt with VIOLATOR before the PIK Program sign up started. VIOLATOR visited the FSA office on at least six occasions and asked detailed questions about what could/could not be done with conservation use acreage. In his opinion VIOLATOR knew more about the PIK Program than any other farmer in the county.
5. SUSIE ACCOUNTANT, Controller INTERNATIONAL COMMODITIES, INC. 300 Industrial Port Dallas, TX 34567 214/372-9500	She is the custodian of records at INTERNATIONAL COMMODITIES. She has in her control the original canceled check number 9999, for \$4,381.46. The check was made in payment for wheat purchased from FEMALE CONSPIRATOR.



SAMPLE TRANSMITTAL MEMORANDUM

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF INSPECTOR GENERAL

REPLY TO  
ATTN OF: (Case File Number)

SUBJECT: (Title of Report)

TO: (Action Addressee)

- (1) Negative report or report not requiring legal review      Attached are (number) copies of our investigative report. Please inform this office and all other distributees shown below of any administrative or other action taken as a result of this investigation.

\*\*\*\*\*

- (2) Report requiring legal review      Attached are (number) copies of our investigative report. Copies of this report are being forwarded with a copy of this memo to the U.S. attorney (if appropriate), \_\_\_\_\_ Judicial District of (State) to expedite any prosecutive action that may be required. If you believe that administrative action should be taken before all criminal and other legal matters are completed, please coordinate that action with this office in order not to jeopardize this investigation.

\*\*\*\*\*

- (3) Report on which U.S. attorney has declined prosecution      Attached are (number) copies of our investigative report. Copies of this report were furnished to (or this investigation was discussed with) the U.S. Attorney, \_\_\_\_\_ Judicial District of (State) who advised (he or she) would decline criminal prosecution. Please inform this office and all other distributees shown below of any civil, administrative or other actions taken as a result of this investigation.

\*\*\*\*\*

(4) Report that may be this basis for adverse available action against repre- a Federal employee	If adverse action is proposed based on report, care should be taken to make to the employee, or the employee's tentative, only those portions of the report on which the proposed adverse action is based.
---	---

\*\*\*\*\*

(5) If supplemental separate investigation is scheduled, omit second sentence of (1) above.	Our investigation is continuing, and a report will be issued.
---	--

(Signature, name, and title of issuing official)

Attachment

cc: (List distributees of report excluding action addressee.  
When action addressee and agency liaison officer are the same person,  
omit reference to the agency liaison officer.)



AGENCY DISTRIBUTION

-----  
AGENCY CODE: 01

AGRICULTURAL MARKETING SERVICE (AMS)  
-----

PERSONNEL

06--EMPLOYEE ACCIDENTS

o D.C. Employees

- # 1 - Director, Human Resources Division, APHIS
- 2 - Liaison Officer, AMS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Field Employees

- # 1 - Director, Human Resources Division, APHIS
- 2 - Liaison Officer, AMS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

01--MISCONDUCT

08--WORKPLACE VIOLENCE

16--ASSAULT

17--BRIBERY

o All Employees

- # 1 - Director, Human Resources Division, APHIS
- 2 - Liaison Officer, AMS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

August 2000

# Action addressee

-----  
AGENCY CODE: 01

AGRICULTURAL MARKETING SERVICE (AMS)  
-----

PROGRAM/OTHER CASES

19--PROCUREMENT FRAUD  
21--STANDARDIZATION, GRADING AND MARKET NEWS  
60--MARKETING AGREEMENTS AND ORDERS  
    o Type 62 Cigar Leaf Tobacco - M.O. 195  
    o Fruit and Vegetable Orders and Agreements  
    o Milk Marketing Orders  
    o Cotton Research and Promotion Act  
70--PERISHABLE AGRICULTURAL COMMODITIES ACT  
71--PRODUCE AGENCY ACT  
72--PLANT VARIETY PROTECTION ACT  
73--FEDERAL SEED ACT  
90--SHERMAN ANTI-TRUST VIOLATIONS  
99--ALL OTHER AMS MATTERS 2/

# 1 - Appropriate Commodity Division Director, AMS 1/  
2 - Liaison Officer, AMS  
1 - Associate General Counsel, Regulatory and Marketing, OGC

1/Fruit and Veg. Division - Fruits and Vegetables, Peanut Butter  
Dairy Division - Dairy Products  
Tobacco Division - Tobacco  
Cotton Division - Cotton  
Livestock, and Seed Division - Meat Grading  
Poultry Division - Poultry, Eggs, and Rabbit Grading;  
Transportation and Marketing Division Egg Products Inspection

2/Section 32 (Surplus Removal) and Section 6 (School Lunch)  
(Cases involving purchase, sales and processing contracts for meat,  
meat products, poultry and eggs.)

# 1 - Appropriate Commodity Division Director, AMS  
2 - Liaison officer, AMS  
2 - Liaison Officer, FSA  
1 - Kansas City Commodity Office, FSA  
1 - Administrator, GIPSA (when a meat packer or poultry  
processor is involved)  
1 - Associate General Counsel, International Affairs,  
Commodity Programs and Food Assistance, OGC

-----  
AGENCY CODE: 02

AGRICULTURAL RESEARCH SERVICE (ARS)  
-----

PERSONNEL

01--MISCONDUCT  
06--EMPLOYEE ACCIDENTS  
08--WORKPLACE VIOLENCE  
16--ASSAULT  
17--BRIBERY

- # 1 - Administrator, ARS
- 2 - Liaison Officer, ARS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

PROGRAM/OTHER CASES

19--PROCUREMENT FRAUD  
99--ALL OTHER ARS MATTERS

- # 1 - Administrator, ARS
- 2 - Liaison Officer, ARS
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

-----  
AGENCY CODE: 03

FARM SERVICE AGENCY (FSA)  
-----

PERSONNEL

06--EMPLOYEE ACCIDENTS

o D.C. Employees

- # 1 - Director, Personnel Division, FSA
- 2 - Liaison Officer, FSA
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Kansas City Commodity Office Employees

- # 1 - Director, Kansas City Commodity Office, FSA
- 2 - Liaison Officer, FSA
- 1 - Program Manager, Employee Relations Division, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

o Kansas City Financial Management Office Employees

- # 1 - Director, Kansas City Financial Management Office, FSA
- 2 - Liaison Officer, FSA
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

o State and County Employees

- # 1 - State Executive Director, FSA
- 2 - Liaison Officer, FSA
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

-----  
AGENCY CODE: 03

FARM SERVICE AGENCY (FSA)  
-----

06--EMPLOYEE ACCIDENTS (continued)

o Other Employees

Aerial Photography Lab (APL)  
Aerial Photography Field Office (APFO)  
(2222 W. 23rd South, Salt Lake City, UT 84125  
Mailing Address: P.O. Box 30010, Salt Lake City, UT 84130-0010)

- # 1 - Deputy Administrator for Management, FSA
- 1 - Director, Aerial Photography Lab, FSA
- 2 - Liaison Officer, FSA
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

01--MISCONDUCT

08--WORKPLACE VIOLENCE

16--ASSAULT

17--BRIBERY

o County Committee Members and County Office Employees

- # 1 - State Executive Director, FSA (send 2 copies when  
program violations are involved)
- 2 - Liaison Officer, FSA
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

o Other Employees

- # 1 - Director, Personnel Division, FSA
- 2 - Liaison Officer, FSA
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation  
and General Law, OGC

August 2000

# Action addressee

-----  
AGENCY CODE: 03

FARM SERVICE AGENCY  
-----

PROGRAM/OTHER CASES

55--U.S. WAREHOUSE ACT AND OTHER WAREHOUSE CASES

- # 1 - Director, Kansas City Commodity Office, FSA
- 2 - Liaison Officer, FSA
- 1 - Deputy Administrator, Commodity Operations, FSA
- 1 - Appropriate Regional Attorney, OGC

56--COMMERCIAL WAREHOUSE STORED LOANS AND OTHER CASES WITHIN COMMODITY OFFICE RESPONSIBILITY

- # 1 - Director, Kansas City Commodity Office, FSA  
(If requested by the State Executive Director (SED),  
the SED will be the action addressee.)
- 2 - Liaison Officer, FSA
- 1 - Deputy Administrator, Commodity Operations, FSA
- 1 - Appropriate Regional Attorney, OGC  
(Cases involving transportation and warehousing of Rice,  
Tung Oil, Grain and Cotton only.)

59--COMMODITY CREDIT CORPORATION (CCC) EXPORT PROGRAMS

- # 2 - Director, Kansas City Commodity Office, FSA
- 2 - Liaison Officer, FSA
- 1 - Deputy Administrator, Commodity Operations, FSA
- 1 - Appropriate Regional Attorney, OGC

19--PROCUREMENT FRAUD

20--AGRICULTURAL CONSERVATION PROGRAM

22--OTHER CONSERVATION PROGRAMS

26--CONSERVATION RESERVE PROGRAMS

30--DEFICIENCY PAYMENT PROGRAMS

35--EXCEEDING MAXIMUM PAYMENT LIMITS

36--WOOL AND MOHAIR PROGRAMS

37--SET ASIDE IRREGULARITY

39--MILK DIVERSION/OTHER DAIRY SUBSIDY PROGRAMS

41--FARM MARKETING QUOTA AND ACREAGE ALLOTMENT PROGRAMS

42--TOBACCO PROGRAM

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AGENCY CODE: 03

FARM SERVICE AGENCY (FSA)  
-----

PROGRAM/OTHER CASES (continued)

44--PEANUT PROGRAM  
45--CCC LOAN & PURCHASE PROGRAMS  
46--FARM STORED COMMODITY LOAN PROGRAM  
47--FARM STORAGE FACILITY LOAN PROGRAM  
48--CCC COMMODITY ACQUISITIONS FOR DONATION (Domestic & Foreign)  
49--FEED GRAIN PROGRAM  
50--EMERGENCY AND DISASTER PROGRAMS  
54--AGRICULTURAL MARKET TRANSITION ACT (AMTA)  
57--INDEMNITY PAYMENT PROGRAM  
64--FARMER PROGRAM BORROWER  
65--EMERGENCY PROGRAM BORROWER  
99--ALL OTHER FSA MATTERS

# 1 - State Executive Director, FSA 1/  
3 - Liaison Officer, FSA  
1 - Appropriate Regional Attorney

1/If requested by FSA National Office, the requesting official will be the action addressee.

If requested by the Commodity Office, the Director of the Kansas City Commodity Office will be the action addressee.

If ROI pertains to Section 6 and 32 contracts, the Director of the appropriate Commodity Operations Division (Inventory Management, Procurement and Sales, Producer Associations) will be the action addressee.

August 2000

# Action addressee

-----  
AGENCY CODE: 04

RURAL HOUSING SERVICE (RHS)  
-----

PERSONNEL

06--EMPLOYEE ACCIDENTS

o D.C. Employees

- # 2 - Liaison Officer, Rural Development
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Field Employees

- # 2 - Liaison Officer, Rural Development
- 1 - State Director, Rural Development
- 1 - Program Manager, Employee Relations Division, HRM
- 1 - Associate general Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

01--MISCONDUCT

08--WORKPLACE VIOLENCE

16--ASSAULT

17--BRIBERY

o D.C. Employees

- # 3 - Liaison Officer, Rural Development
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Field Employees

- # 3 - Liaison Officer, Rural Development
- 1 - State Director, Rural Development
- 1 - Program Manager, Employee Relations Division, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC



-----  
AGENCY CODE: 04

RURAL HOUSING SERVICE (RHS)  
-----

PROGRAM/OTHER CASES

19--PROCUREMENT FRAUD

BORROWERS

20--RURAL HOUSING PROGRAM (Single Family)

23--RURAL RENTAL HOUSING PROGRAM (Multi-Family)

CONTRACTORS

30--RURAL HOUSING CONTRACTOR (Single Family)

31--RURAL HOUSING CONTRACTOR/DEVELOPER (Multi-Family)

MANAGEMENT AGENTS

32--RURAL RENTAL HOUSING PROJECT MANAGER

COMMUNITY PROGRAMS

42--COMMUNITY FACILITIES LOAN PROGRAM BORROWER

44--COMMUNITY FACILITIES LOAN PROGRAM CONTRACTOR

99--ALL OTHER RHS MATTERS

- # 1 - State Director, Rural Development
- 2 - Liaison Officer, Rural Development
- 1 - Appropriate Regional Attorney, OGC

August 2000

# Action addressee

-----  
AGENCY CODE: 05

RISK MANAGEMENT AGENCY (RMA)  
-----

PERSONNEL

01--MISCONDUCT  
06--EMPLOYEE ACCIDENTS  
08--WORKPLACE VIOLENCE  
16--ASSAULT  
17--BRIBERY

D.C. EMPLOYEES

- # 1 - Administrator, RMA
- 2 - Liaison Officer, RMA
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

Field Employees

- # 1 - Administrator, RMA
- 3 - Liaison Officer, RMA
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

PROGRAM/OTHER CASES

19--PROCUREMENT FRAUD  
20--MASTER MARKETING AGREEMENTS  
30--REINSURANCE PROGRAM (Multi-Peril Crop Insurance Program)  
99--ALL OTHER RMA MATTERS

- # 1 - Administrator, RMA
- 3 - Liaison Officer, RMA
- 1 - Associate General Counsel, Rural Development, OGC
- 1 - Appropriate Regional Attorney, OGC

-----  
AGENCY CODE: 07

FOREIGN AGRICULTURAL SERVICE (FAS)  
-----

PERSONNEL

01--MISCONDUCT  
06--EMPLOYEE ACCIDENTS  
08--WORKPLACE VIOLENCE  
16--ASSAULT  
17--BRIBERY

- # 1 - Administrator, FAS
- 3 - Liaison Officer, FAS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

PROGRAM/OTHER CASES

19--PROCUREMENT FRAUD  
20--FOREIGN MARKET DEVELOPMENT PROGRAM  
21--COMMODITY IMPORTS  
22--COMMODITY EXPORTS  
23--COMMODITY RE-EXPORTS  
40--FOREIGN TRADE SUBSIDY PROGRAMS  
51--PL 480 - DONATION OF COMMODITIES  
52--PL 480 - SALES  
53--OTHER FOREIGN COMMODITY DONATION PROGRAMS  
54--COMMODITY EXPORT ENHANCEMENT PROGRAM (i.e., Export PIK)  
80--EXPORT SALES REPORTING  
90--SHERMAN ANTI-TRUST ACT VIOLATIONS  
99--ALL OTHER FAS MATTERS

- # 1 - Administrator, FAS
- 3 - Liaison Officer, FAS
- 1 - Liaison Officer, FSA (when case involves CCC programs  
administered by FAS)
- 1 - Director, Kansas City Commodity Office, FSA (when case  
involves CCC programs administered by FAS)
- 1 - Associate General Counsel, International Affairs,  
Commodity Programs and Food Assistance, OGC

August 2000

# Action addressee

-----  
AGENCY CODE: 08

FOREST SERVICE (FS)  
-----

PERSONNEL

06--EMPLOYEE ACCIDENTS

o D.C. Employees

- # 1 - Deputy Chief for Administration, FS
- 2 - Liaison Officer, FS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Field Employees

- # 1 - Regional Forester or Station Director
- 2 - Liaison Officer, FS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

01--MISCONDUCT

08--WORKPLACE VIOLENCE

16--ASSAULT

17--BRIBERY

o Requests from Chief, FS

- # 1 - Deputy Chief for Administration, FS
- 1 - Liaison Officer, FS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Requests from Regional Forester

- # 1 - Regional Forester, FS
- 2 - Liaison officer, FS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Requests from Station Director

- # 1 - Station Director, FS
- 2 - Liaison Officer, FS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

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AGENCY CODE: 08

FOREST SERVICE (FS)

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01--MISCONDUCT )  
08--WORKPLACE VIOLENCE) - (continued)  
16--ASSAULT )  
17--BRIBERY )

o Requests from Director, Law Enforcement and Investigations

- # 1 - Director, Law Enforcement and Investigations
- 1 - Liaison Officer, FS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Other

- # 2 - Liaison Officer, FS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Misconduct investigations involving Job Corps Center enrollees, Youth Conservation Corps enrollees, and Young Adult Conservation Corps enrollees.

- # 2 - Liaison Officer, FS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Director, Office of Inspector General, Department of Labor  
(For address see IG-8631, section F 2 b.)

PROGRAM/OTHER CASES

19--PROCUREMENT FRAUD  
20--TIMBER SALES/THEFTS  
21--OTHER THEFTS (minerals, equipment, archeological artifacts, etc.)  
22--HUMAN RESOURCE PROGRAM (Forest employees not covered under code 01)  
90--SHERMAN ANTI-TRUST ACT  
99--ALL OTHER FS MATTERS

o Request from Chief, FS

- # 2 - Liaison Officer, FS
- 1 - Associate General Counsel, Natural Resources, OGC

August 2000

# Action addressee

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AGENCY CODE: 08

FOREST SERVICE (FS)  
-----

19--PROCUREMENT FRAUD )  
20--TIMBER SALES/THEFTS ) - (continued)  
21--OTHER THEFTS )  
22--HUMAN RESOURCE PROGRAM)  
90--SHERMAN ANTI-TRUST ACT)  
99--ALL OTHER FS MATTERS )

o Request from Regional Forester

# 1 - Regional Forester, FS  
2 - Liaison Officer, FS  
1 - Associate General Counsel, Natural Resources, OGC

o Request from Station Director

# 1 - Station Director, FS  
2 - Liaison Officer, FS  
1 - Associate General Counsel, Natural Resources, OGC

o Contract Labor Law Violation

# 1 - Contracting Officer c/o Regional Forester, FS  
2 - Liaison Officer, FS  
1 - Associate General Counsel, Natural Resources, OGC

o Other

# 2 - Liaison Officer, FS  
1 - Associate General Counsel, Natural Resources, OGC

-----  
AGENCY CODE: 09

RURAL UTILITIES SERVICE (RUS)  
-----

PERSONNEL

01--MISCONDUCT

06--EMPLOYEE ACCIDENTS

08--WORKPLACE VIOLENCE

16--ASSAULT

17--BRIBERY

- # 1 - Administrator, RUS
- 2 - Liaison Officer, Rural Development
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

PROGRAM/OTHER CASES

19--PROCUREMENT FRAUD

20--RURAL ELECTRIFICATION PROGRAM

30--RURAL TELECOMMUNICATIONS AND CATV PROGRAM

40--WATER AND WASTE DISPOSAL PROGRAM BORROWER

50--WATER AND WASTE DISPOSAL PROGRAM CONTRACTOR

- # 1 - Administrator, RUS
- 2 - Liaison Officer, Rural Development
- 1 - Associate General Counsel, Rural Development, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

August 2000

# Action addressee

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AGENCY CODE: 10

NATURAL RESOURCES CONSERVATION SERVICE (NRCS)  
-----

PERSONNEL

01--MISCONDUCT  
06--EMPLOYEE ACCIDENTS  
08--WORKPLACE VIOLENCE  
16--ASSAULT  
17--BRIBERY

- # 1 - Chief, NRCS
- 2 - Liaison officer, NRCS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC (For case involving  
field offices/personnel.)

PROGRAM/OTHER CASES

19--PROCUREMENT FRAUD  
20--SOIL CONSERVATION PROGRAMS  
22--SOIL WATER CONSERVATION PROGRAMS

- # 1 - Chief, NRCS
- 2 - Liaison Officer, NRCS
- 1 - Associate General Counsel, Natural Resources, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)



-----  
AGENCY CODE: 24

FOOD SAFETY AND INSPECTION SERVICE (FSIS)  
-----

PERSONNEL

06--EMPLOYEE ACCIDENTS

o D.C. Employees

- # 2 - Deputy Administrator, Administrative Management, FSIS
- 1 - Liaison Officer, FSIS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Field Employees

- # 2 - Deputy Administrator, Administrative Management, FSIS
- 1 - Liaison Officer, FSIS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

01--MISCONDUCT

o All Employees

- # 2 - Deputy Administrator, Administrative Management, FSIS
- 1 - Liaison Officer, FSIS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

08--WORKPLACE VIOLENCE

16--ASSAULT

17--BRIBERY

o All Employees

- # 3 - Assistant Deputy Administrator, Compliance Program,  
Regulatory Programs, FSIS
- 2 - Liaison Officer, FSIS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Regulatory and Marketing,  
OGC

OGC

August 2000

# Action addressee

-----  
AGENCY CODE: 24

FOOD SAFETY AND INSPECTION SERVICE (FSIS)  
-----

PROGRAM/OTHER CASES

18--ANTI-TAMPERING ACT  
34--FEDERAL MEAT INSPECTION ACT  
37--MEAT & POULTRY IMPORT INSPECTION PROGRAM  
38--MEAT & POULTRY EXPORT INSPECTION PROGRAM  
52--EGG PRODUCTS INSPECTION ACT

- # 3 - Assistant Deputy Administrator, Compliance Program,  
Regulatory Programs, FSIS
- 2 - Liaison Officer, FSIS
- 1 - Administrator, Grain Inspection, Packers and Stockyards  
Administration (GIPSA) (when meat packer or processor is  
involved)
- 1 - Associate General Counsel, Regulatory and Marketing, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

35--POULTRY PRODUCTS INSPECTION ACT

- # 3 - Assistant Deputy Administrator, Compliance Program,  
Regulatory Programs, FSIS
- 2 - Liaison Officer, FSIS
- 1 - Administrator, Grain Inspection, Packers and Stockyards  
Administration (GIPSA) (when poultry processor is  
involved)
- 1 - Associate General Counsel, Regulatory and Marketing, OGC
- 2 - Liaison Officer, FSA (when CCC interest is involved)
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

19--PROCUREMENT FRAUD  
90--SHERMAN ANTI-TRUST VIOLATIONS  
99--ALL OTHER FSIS MATTERS

- # 1 - Administrator, FSIS
- 2 - Liaison Officer, FSIS
- 1 - Associate General Counsel, Regulatory and Marketing, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

-----  
AGENCY CODE: 27

FOOD AND NUTRITION SERVICE (FNS)  
-----

PERSONNEL

06--EMPLOYEE ACCIDENTS

o D.C. Employees

- # 1 - Director, Personnel Division, FNS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Field Employees

- # 1 - Director, Personnel Division, FNS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

01--MISCONDUCT

08--WORKPLACE VIOLENCE

16--ASSAULT

17--BRIBERY

o All Employees

- # 1 - Director, Personnel Division, FNS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

August 2000

# Action addressee

-----  
AGENCY CODE: 27

FOOD AND NUTRITION SERVICE (FNS)  
-----

PROGRAM/OTHER CASES

30--FOOD DISTRIBUTION

- # 1 - Appropriate Regional Administrator, FNS
- 1 - Director, Food Distribution Division, FNS
- 1 - Associate General Counsel, International Affairs  
Commodity Programs and Food Assistance, OGC

40--COMPLIANCE REFERRALS

41--NON-FEDERAL FOOD STAMP PROGRAM EMPLOYEES

42--ASSIST/MONITOR OTHER INVESTIGATIVE AGENCIES

43--PRIVATE (CONTRACTOR) ISSUANCE OFFICES

44--ROBBERIES, BURGLARIES, AND THEFTS FROM FOOD STAMP FACILITIES

47--UNAUTHORIZED PARTICIPATION IN THE FOOD STAMP PROGRAM

48--RETAILERS AND WHOLESALERS

49--RECIPIENT FRAUDS

- # 2 - Appropriate Regional Administrator, FNS
- 1 - Appropriate Regional Attorney, OGC
- 1 - Compliance Branch, FNS (2740 and 2748 only)

50--SPECIAL MILK PROGRAM FOR CHILDREN

51--NATIONAL SCHOOL LUNCH PROGRAM

52--CHILD AND ADULT CARE FOOD PROGRAMS

60--SUMMER FOOD SERVICE PROGRAM

- # 1 - Appropriate Regional Administrator, FNS
- 1 - Director, Child Nutrition Division, FNS
- 1 - Associate General Counsel, International Affairs,  
Commodity Programs and Food Assistance, OGC

53--SPECIAL SUPPLEMENTAL FOOD PROGRAM FOR WOMEN, INFANTS, AND CHILDREN  
(WIC)

- # 1 - Appropriate Regional Administrator, FNS
- 1 - Director, Supplemental Food Program Division, FNS
- 1 - Associate General Counsel, International Affairs,  
Commodity Programs and Food Assistance, OGC

19--PROCUREMENT FRAUD

61--OTHER CHILD NUTRITION PROGRAMS

90--SHERMAN ANTI-TRUST VIOLATIONS

99--ALL OTHER FNS MATTERS

- # 1 - Appropriate Regional Administrator, FNS
- 1 - Appropriate Division Director, FNS
- 1 - Associate General Counsel, International Affairs, OGC  
Commodity Programs and Food Assistance, OGC

-----  
AGENCY CODE: 30

GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION (GIPSA)  
-----

PERSONNEL

01--MISCONDUCT  
06--EMPLOYEE ACCIDENTS  
08--WORKPLACE VIOLENCE  
16--ASSAULT  
17--BRIBERY

- # 1 - Administrator, GIPSA
- 2 - Liaison Officer
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

PROGRAM/OTHER CASES

18--ANTI-TAMPERING ACT  
19--PROCUREMENT FRAUD

GRAIN INSPECTION PROGRAM

20--COMMODITY INSPECTIONS  
31--OFFICIAL INSPECTION OF GRAIN  
32--OFFICIAL WEIGHING OF GRAIN

- # 1 - Administrator, GIPSA
- 2 - Liaison Officer, GIPSA
- 1 - Associate General Counsel, Regulatory and Marketing, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

PACKERS AND STOCKYARDS PROGRAM

40--CEASE AND DESIST ORDER VIOLATIONS  
50--FAILURE TO KEEP RECORDS AFTER ORDERED BY THE SECRETARY

- # 1 - Administrator, GIPSA
- 2 - Liaison Officer, GIPSA
- 1 - Associate General Counsel, Regulatory and Marketing, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

August 2000

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AGENCY CODE: 33

ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)  
-----

PERSONNEL

06--EMPLOYEE ACCIDENTS

o D.C. Employees

- # 1 - Liaison Officer, APHIS
- 1 - Resource Management Systems & Evaluation Staff, APHIS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Field Employees

- # 1 - Liaison Officer, APHIS
- 1 - Resource Management Systems & Evaluation Staff, APHIS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

01--MISCONDUCT

08--WORKPLACE VIOLENCE

16--ASSAULT

17--BRIBERY

o All Employees

- # 1 - Liaison Officer, APHIS
- 1 - Resource Management Systems & Evaluation Staff, APHIS
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

-----  
AGENCY CODE: 33

ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)  
-----

PROGRAM/OTHER CASES

20--ANIMAL WELFARE ACT  
30--DOG FIGHTING AND COCK FIGHTING  
35--BRUCELLOSIS ERADICATION PROGRAM  
40--QUARANTINE PROGRAMS - ANIMALS  
50--QUARANTINE PROGRAMS - PLANTS  
60--ENDANGERED SPECIES ACT

- # 1 - Liaison Officer, APHIS 1/
- 1 - Resource Management Systems & Evaluation Staff, APHIS
- 1 - Associate General Counsel, Regulatory and Marketing, OGC
- 1 - Director, Investigative and Enforcement Services

19--PROCUREMENT FRAUD  
99--ALL OTHER APHIS MATTERS

- # 1 - Liaison Officer, APHIS 1/
- 1 - Resource Management Systems & Evaluation Staff, APHIS
- 1 - Associate General Counsel, Regulatory and Marketing, OGC

1/ For cases involving fee basis veterinarians or veterinary biologics, the action addressee is the Deputy Administrator, Veterinary Services, APHIS.

August 2000

# Action addressee

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AGENCY CODE: 34

RURAL BUSINESS SERVICE (RBS)  
-----

PERSONNEL

06--EMPLOYEE ACCIDENTS

o D.C. Employees

- # 3 - Liaison Officer, Rural Development
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Field Employees

- # 2 - Liaison Officer, Rural Development
- 1 - State Director, Rural Development
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC

01--MISCONDUCT

08--WORKPLACE VIOLENCE

16--ASSAULT

17--BRIBERY

o D.C. Employees

- # 3 - Liaison Officer, Rural Development
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC

o Field Employees

- # 2 - Liaison Officer, Rural Development
- 1 - State Director, Rural Development
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC



-----  
AGENCY CODE: 34

RURAL BUSINESS SERVICE (RBS)  
-----

19--PROCUREMENT FRAUD

BORROWERS

22--COMMUNITY PROGRAM

60--BUSINESS AND INDUSTRY PROGRAM (Includes Biomass Energy & Alcohol  
Fuels Programs)

70--COOPERATIVE SERVICES PROGRAM

CONTRACTORS

32--COMMUNITY PROGRAM CONTRACTOR

34--BUSINESS AND INDUSTRY PROGRAM CONTRACTOR (Includes Biomass Energy &  
Alcohol Fuels Programs)

- # 1 - State Director, Rural Development
- 2 - Liaison Officer, Rural Development
- 1 - Appropriate Regional Attorney, OGC

-----  
AGENCY CODE: 42

OFFICE OF INSPECTOR GENERAL (OIG)  
-----

01--MISCONDUCT 1/  
02--FILE REVIEWS/NAME CHECKS  
06--EMPLOYEE ACCIDENTS  
08--WORKPLACE VIOLENCE  
16--ASSAULT  
17--BRIBERY  
19--PROCUREMENT FRAUD  
36--QUALITY ASSURANCE REVIEW 1/  
37--INTERNAL CONTROL REVIEW 1/  
39--PHYSICAL SECURITY/GENERAL 2/  
40--PERSONAL SECURITY/GENERAL 2/  
99--ALL OTHER OIG MATTERS

1/ Cases controlled by Inspection Division.

2/ Cases controlled by Headquarters Investigations and Protective  
Operations Division.

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AGENCY:	11-OCFO	12-OCE	13-CSREES	14-ERS	16-OGC
	17-OALJ	18-OC	23-OO	25-OCR	26-NASS
	29-SEC	38-HRM	39-OBPA	41-DMCS	46-NAD
	52-BCA	55-OJO	58-OIRM	60-CR	

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PERSONNEL CASES

01--MISCONDUCT  
06--EMPLOYEE ACCIDENTS  
08--WORKPLACE VIOLENCE  
16--ASSAULT  
17--BRIBERY

- # 1 - Agency Head
- 2 - Agency Liaison Officer
- 1 - Program Manager, Employee Relations, HRM
- 1 - Associate General Counsel, Legislation, Litigation,  
and General Law, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

PROGRAM/OTHER CASES

ALL TYPES

- # 1 - Agency Head
- 2 - Agency Liaison Officer
- 1 - Appropriate Associate General Counsel, OGC
- 1 - Appropriate Regional Attorney, OGC (For cases involving  
field offices/personnel.)

August 2000

# Action addressee



AGENCY LIAISON OFFICERS FOR OIG INVESTIGATIONS

01 - Agricultural Marketing Service (AMS)	David N. Lewis Deputy Director, Compliance and Analysis Room 3529, South Building P.O. Box 96456 Washington, DC 20090-6456 Phone: 202-720-6766 Fax: 202-205-5772
02 - Agricultural Research Service (ARS)	S. Ray Leaman Assistant Deputy Administrator for Administrative & Financial Management 5601 Sunnyside Ave. Beltsville, MD 20705 Phone: 301-504-1039 Fax: 301-504-1023
03 - Farm Service Agency (FSA)	T. Mike McCann Director Operations Review and Analysis Staff USDA STOP 0540, Room 2720 South Building Phone: 202-690-2532
04 - Rural Housing Service (RHS)	Leroy Jones Acting Director, Financial Management Division Rural Development USDA STOP 0707, 3rd Floor, NASA Building Phone: 202-692-0080
05 - Risk Management Agency (RMA)	Garland Westmoreland Deputy Administrator for Compliance Room 6094, South Building Phone: 202-720-0642
07- Foreign Agricultural Service (FAS)	Robert E. Riston Director Compliance Review Staff Room 4965, South Building Phone: 202-720-6713 202-720-0773

August 2000

Exhibit I(2)  
of IG-8611

- 08 - Forest Service (FS) William F. Wasley  
Director  
Law Enforcement and Investigations  
Forest Service  
1621 N. Kent Street, WO-FS  
Room 1015-RPE  
Arlington, VA 22209  
Phone: 703-605-4869  
Fax: 703-605-5112
- 09 - Rural Utilities Service (RUS) Leroy Jones  
Acting Director, Financial  
Management Division  
Rural Development  
USDA STOP 0707, 3rd Floor, NASA  
Building  
Phone: 202-692-0080
- 10 - Natural Resources Conservation Service (NRCS) P. Dwight Holman  
Deputy Chief for Management  
P.O. Box 2890, Room 5110-S,  
Washington, D.C. 20013-2890  
Phone: 202-720-6297
- 11 - Office of Chief Financial Officer (OCFO) Ken Kessler  
Staff Assistant  
Room 4094, South Building  
Phone: 202-720-1179
- 12 - Office of Chief Economist (OCE) Gerald A. Bange  
Chairperson  
World Agricultural Outlook Board  
USDA STOP 3812, Room 5143, South  
Building  
Phone: 202-720-6030
- 13 - Cooperative State Research, Education, and Extension Service (CSREES) S. Ray Leaman  
Assistant Deputy Administrator for  
Administrative & Financial Management  
5601 Sunnyside Ave.  
Beltsville, MD 20705  
Phone: 301-504-1039  
Fax: 301-504-1023
- 14 - Economic Research Service (ERS) S. Ray Leaman  
Assistant Deputy Administrator for  
Administrative & Financial  
Management  
5601 Sunnyside Ave.  
Beltsville, MD 20705  
Phone: 301-504-1039  
Fax: 301-504-1023

August 2000

16 - Office of the General Counsel (OGC)	Kenneth E. Cohen Assistant General Counsel Room 1547, South Building Phone: 202-720-5565
17 - Office of Administrative Law Judges (OALJ)	Donna Beecher Director, Office of Human Resources Management Departmental Administration Room 302-W, Whitten Building Phone: 202-720-3585
18 - Office of Communications (OC)	Andy Solomon Press Secretary and Director of Public Affairs Room 402-A, Whitten Building Phone: 202-720-4623
23 - Office of Operations (OO)	Donna Beecher Director, Office of Human Resources Management Departmental Administration Room 302-W, Whitten Building Phone: 202-720-3585
24 - Food Safety and Inspection Service (FSIS)	Ronald F. Hicks Deputy Administrator Office of Management c/o Internal Control Staff Room 4338, South Building Phone: 202-720-5959
25 - Office of Congressional Relations (OCR)	Andrew Fish Assistant Secretary Congressional Relations Room 213-A, Whitten Building Phone: 202-720-7095
26 - National Agricultural Statistics Service (NASS)	S. Ray Leaman Assistant Deputy Administrator for Administrative & Financial Management 5601 Sunnyside Ave. Beltsville, MD 20705 Phone: 301-504-1039 Fax: 301-504-1023

Exhibit I(4)  
of IG-8611

27 - Food and Nutrition Service (FNS)	Darlene Bryant Office of the Administrator 101 Park Center Drive, Rm. 803 Alexandria, VA 22302 Phone: 703-305-2062 Fax: 703-305-2908
30 - Grain Inspection, Packers and Stockyards Administration (GIPSA)	Daniel L. Van Ackeren Director Field Operations Room 3039, South Building Phone: 202-720-6951
33 - Animal and Plant Health Inspection Service (APHIS)	William J. Hudnal Deputy Administrator for Marketing and Regulatory Programs APHIS Business Services Room 308-E, Whitten Building Phone: 202-720-5213
34 - Rural Business-Cooperative Service (RBS)	Leroy Jones Acting Director, Financial Management Division Rural Development USDA STOP 0707, 3rd Floor, NASA Building Phone: 202-692-0080
38 - Human Resources Management (HRM)	Donna Beecher Director, Office of Human Resources Management Departmental Administration Room 302-W, Whitten Building Phone: 202-720-3585
39 - Office of Budget and Program Analysis (OPBA)	Lawrence Wachs Associate Director Room 101-A, Whitten Building Phone: 202-720-5303
46 - National Appeals Division (NAD)	Ann Griffin Special Assistant to the Director 3101 Park Center Drive Suite 1100 Alexandria, VA 22302 Phone: 703-305-1157

August 2000



52 - Board of Contract Appeals (BCA)	Donna Beecher Director, Office of Human Resources Management Departmental Administration Room 302-W, Whitten Building Phone: 202-720-3585
55 - Office of Judicial Officer (OJO)	Gloria Derobertis Legal Technician USDA STOP 9204, Room 1104, South Building Phone: 202-720-4764
58 - Office of Chief Information Officer (OCIO)	Bill Hadesty Associate Chief Information Officer for Cyber Security Room 427-W, Whitten Building Phone: 202-690-1361
60 - Office of Civil Rights (CR)	Peter Parham Confidential Assistant USDA STOP 9410, Room 326-W, Whitten Building Phone: 202-720-5946



REGIONAL ATTORNEY SERVICE AREAS FOR OIG REGIONS

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NORTHEAST REGION

<u>PROGRAM</u>	<u>AREA</u>	<u>REGIONAL ATTORNEY</u>
All matters (except Forest Service)	Connecticut Maine Massachusetts New Hampshire New Jersey New York Rhode Island Vermont	D. CHARLES VALSING Regional Attorney Office of the General Counsel U.S. Department of Agriculture Room 440 Federal Building 228 Walnut Street Harrisburg, PA 17108-1134 Phone: (717) 782-3713 FAX: (717) 782-3843
Forest Service	Connecticut Maine Massachusetts New Hampshire New Jersey New York Rhode Island Vermont	MICHAEL J. DANAHER Associate Regional Attorney Office of the General Counsel U.S. Department of Agriculture Henry Reuss Federal Plaza Suite 200 310 W. Wisconsin Avenue Milwaukee, WI 53203-2212 Phone: (414) 297-3774 FAX: (414) 297-3763

September 2000

MID-ATLANTIC REGION

<u>PROGRAM</u>	<u>AREA</u>	<u>REGIONAL ATTORNEY</u>
All matters (except Forest Service)	Delaware District of Columbia Maryland Pennsylvania West Virginia	D. CHARLES VALSING Regional Attorney Office of the General Counsel U. S. Dept. of Agriculture Room 440 Federal Building 228 Walnut Street Harrisburg, PA 17108-1134 Phone: (717) 782-3713 FAX: (717) 782-3843
Forest Service	Delaware District of Columbia Maryland Pennsylvania West Virginia	MICHAEL J. DANAHER Associate Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture Henry Reuss Federal Plaza Suite 200 310 W. Wisconsin Avenue Milwaukee, WI 53203-2212 Phone: (414) 297-3774 FAX: (414) 297-3763
Forest Service	Virginia	DONALD R. KRONENBERGER, JR. Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture Suite 1015 401 W. Peachtree Street Atlanta, GA 30365-6500 Phone: (404) 730-3880 FAX: (404) 730-3871
All matters (except RHS matters)	North Carolina	
All matters (except Forest Service)	Virginia	ROBERT BIRD Senior Counsel Office of the General Counsel U.S. Dept. of Agriculture Culpeper Building, Suite 239 1606 Santa Rosa Road Richmond, VA 23229-1001 Phone: (804) 287-1611 FAX: (804) 287-1733
All matters (except RHS, Community Programs, and Forest Service)	North Carolina	

SOUTHEAST REGION

<u>PROGRAM</u>	<u>AREA</u>	<u>REGIONAL ATTORNEY</u>
All matters	Alabama*	DONALD R. KRONENBERGER, JR.
	Florida**	Regional Attorney
*RHS and Forest	Georgia	Office of the General Counsel
Service Land	Puerto Rico**	U.S. Department of Agriculture
Planning work Only	South Carolina	Suite 576
		1718 Peachtree Road
**Forest Service Land		Atlanta, GA 30309-2409
Planning work Only		Phone: (404) 347-1060
		FAX: (404) 347-1065
All matters	Puerto Rico	
(except RHS in the	Virgin Islands	
Virgin Islands	(Caribbean National	
Land Planning)	Forest)	
All matters	Alabama	CRAIG G. CORNWELL
(except RHS		Acting Assistant Regional
Community Programs		Attorney
and Forest Service		Office of the General Counsel
Land Planning work)		U.S. Department of Agriculture
		Sterling Center
		4121 Carmichael Road
		Suite 205
		Montgomery, AL 36106-4163
		Phone: (334) 279-3650
		FAX: (334) 279-3660
Rural Housing Service	Virgin Islands	D. CHARLES VALSING
		Regional Attorney
		Office of the General Counsel
		U.S. Department of Agriculture
		470 Federal Building
		228 Walnut Street
		Harrisburg, PA 17108-1134
		Phone: (717) 221-3713
		FAX: (717) 221-3443

August 2000

MIDWEST REGION

<u>PROGRAM</u>	<u>AREA</u>	<u>REGIONAL ATTORNEY</u>
All matters (except Forest Service and Natural Resources Conservation Service)	Illinois Michigan Wisconsin	EDWARD A. HOFFMAN Associate Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture 230 South Dearborn Street Room 2920 Chicago, IL 60604-1505 Phone: (312) 353-5640 FAX: (312) 353-8273
Community Programs	Ohio Indiana	
Forest Service Natural Resources Conservation Service	Illinois Indiana Michigan Wisconsin	MICHAEL J. DANAHER Associate Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture Henry Reuss Federal Plaza Suite 200 310 W. Wisconsin Avenue Milwaukee, WI 53203-2212 Phone: (414) 297-3774 FAX: (414) 297-3763
Forest Service	Ohio	
All matters (except Forest Service and Community Programs)	Ohio Indiana	STEVEN G. REED Assistant Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture 200 North High Street Room 209 Columbus, OH 43215-2408 Phone: (614) 469-2455 FAX: (614) 469-2458
All matters	Kentucky	DONALD R. KRONENBERGER, JR. Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture Suite 1015 401 West Peachtree Street Atlanta, GA 30365-6500 Phone: (404) 730-3880 FAX: (404) 730-3871

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GREAT PLAINS REGION

<u>PROGRAM</u>	<u>AREA</u>	<u>REGIONAL ATTORNEY</u>
All matters (except Forest Service)	Iowa Kansas Missouri Nebraska Minnesota	ROBERT PURCELL Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture 6501 Beacon Drive Stop 1401 Kansas City, MO 64133-6476 Phone: (816) 823-4646 FAX: (816) 823-4688
Forest Service Natural Resources Conservation Service	Iowa Missouri	MICHAEL J. DANAHER Associate Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture Henry Reuss Federal Plaza Suite 200W 310 West Wisconsin Avenue Milwaukee, WI 53203-2212 Phone: (414) 297-3774 FAX: (414) 297-3763
All matters	Colorado	LAWRENCE M. JAKUB Regional Attorney
Forest Service	Kansas Nebraska	Office of the General Counsel U.S. Dept. of Agriculture 740 Simms Street, Room 309 Golden, CO 80401 Phone: (303) 275-5555 FAX: (303) 844-6584
All matters (except Forest Service in southwest corner - Bridger-Teton National Forest)	Wyoming	
All matters (except Forest Service)	Utah	

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GREAT PLAINS REGION (continued)

<u>PROGRAM</u>	<u>AREA</u>	<u>REGIONAL ATTORNEY</u>
All matters	Montana	MARK D. LODINE Assistant Regional Attorney Office of the General Counsel U.S. Department of Agriculture 340 North Pattee Street Room 205 Mail Address: P.O. Box 7669 Missoula, MT 59807-7669 Phone: (406) 329-3066 FAX: (406) 329-3064
Forest Service in northwest corner of Custer National Forest	South Dakota	
Forest Service	Utah	JOSEPH P. STRINGER Attorney Advisor Office of the General Counsel U.S. Dept. of Agriculture Room 205 507 25th Street Ogden, UT 84401-2450 Phone: (801) 625-5441 FAX: (801) 625-5465
Forest Service in southwest corner of Bridger-Teton National Forest	Wyoming	
Forest Service	Minnesota	JAMES H. WOOD Assistant Regional Attorney Office of General Counsel U.S. Dept. of Agriculture 416N Court International Bldg. 2550 University Ave. West St. Paul, MN 55113 Phone: (612) 646-6013 FAX: (612) 646-6720
All matters	North Dakota	
All matters (except Forest Service in northwest corner of Custer National Forest)	South Dakota	



SOUTHWEST REGION

<u>PROGRAM</u>	<u>AREA</u>	<u>REGIONAL ATTORNEY</u>
All matters *Except Forest Service Land Planning work **Except Forest Service and RHS	Arkansas Louisiana* Mississippi**	CLAUDE W. SKELTON Associate Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture 3201 Federal Building 700 West Capitol Street Little Rock, AR 72202-3225 Phone: (501) 324-5246 FAX: (501) 324-5482
Forest Service	Arizona New Mexico	MARY ANN JOCA Attorney Advisor Office of the General Counsel U.S. Dept. of Agriculture Room 4017 - Federal Building 517 Gold Avenue S.W. Albuquerque, NM 87102-0079 Phone: (505) 766-2264 FAX: (505) 766-1223
National Forest Grassland	Oklahoma Texas	JAMES O. BOYD Associate Regional Attorney U.S. Department of Agriculture W.R. Poage Federal Office Building, Suite 351 101 South Main Temple, TX 76501-7686 Phone: (817) 774-1204 FAX: (817) 774-1209
All matters (except National Forest Grassland)	Texas Oklahoma	LAWRENCE M. JAKUB Regional Attorney Office of the General Counsel U.S. Dept. of Justice 740 Simms Street, Room 309 Golden, CO 80401 Phone: (303) 275-5555 FAX: (303) 844-6584

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SOUTHWEST REGION (continued)

<u>PROGRAM</u>	<u>AREA</u>	<u>REGIONAL ATTORNEY</u>
Rural Housing Service	Mississippi	CRAIG G. CORNWELL Acting Assistant Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture Sterling Center 4121 Carmichael Road Suite 205 Montgomery, AL 36104-4163 Phone: (334) 279-3650 FAX: (334) 279-3660
*Forest Service Service Planning Work Only	Louisiana* Mississippi**	DONALD R. KRONENBERGER, JR. Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture Suite 1015 401 West Peachtree Street Atlanta, GA 30365-6500 Phone: (404) 730-3880 FAX: (404) 730-3871
Agricultural Market Service	Arizona	ROBERT M. SIMMONS Regional Attorney Office of the General Counsel U.S. Dept. of Agriculture 33 New Montgomery San Francisco, CA 94105-1924 Phone: (415) 744-3011 FAX: (415) 744-3170
All matters (except Forest Service)	Las Vegas (Clark County), Nevada	
Forest Service	Las Vegas (Clark County), Nevada	JOSEPH P. STRINGER Attorney Advisor Office of the General Counsel U.S. Dept. of Agriculture Room 205 507 25th Street Ogden, UT 84401-2450 Phone: (801) 625-5441 FAX: (801) 625-5465

WESTERN REGION

<u>PROGRAM</u>	<u>AREA</u>	<u>REGIONAL ATTORNEY</u>
All matters (except Toiyabe National Forest)	California Guam Pacific Trust Territories Hawaii	ROBERT M. SIMMONS Regional Attorney Office of the General Counsel U.S. Department of Agriculture 33 New Montgomery San Francisco, CA 94105-1924 Phone: (415) 744-3011 FAX: (415) 744-3170
All matters (except Forest Service not including Inyo National Forest and Lake Tahoe Basin Management Unit)	Nevada except Las Vegas (Clark County)	
Forest Service	Alaska	TIM OBST Assistant Regional Attorney U.S. Department of Agriculture 709 West 9th Street, Room 913 Post Office Box 1628 Juneau, AK 99802 Phone: (907) 586-8826 FAX: (907) 586-7251
All matters (except Forest Service)	Idaho	ARNO REIFENBERG Associate Regional Attorney Office of General Counsel U.S. Department of Agriculture 1734 Federal Building 1220 S.W. 3rd Avenue Portland, OR 97204-2825 Phone: (503) 326-3115 FAX: (503) 326-3807
All matters (except Kaniksu National Forest)	Oregon Washington	
All matters (except Forest Service)	Alaska	
All matters (except Agricultural Marketing Service)	Arizona	LAWRENCE M. JAKUB Regional Attorney Office of the General Counsel U.S. Department of Agriculture 740 Simms Street, Room 309 Golden, CO 80401 Phone: (303) 275-5555 FAX: (303) 844-6584

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WESTERN REGION (continued)

<u>PROGRAM</u>	<u>AREA</u>	<u>REGIONAL ATTORNEY</u>
Forest Service (Clearwater, Idaho Panhandle, Bitterroot and Nezperce National Forests)	Northern Idaho	MARK D. LODINE Assistant Regional Attorney Office of the General Counsel U.S. Department of Agriculture 340 North Pattee Street Room 205 Mail Address: P.O. Box 7669 Missoula, MT 59807-6779 Phone: (406) 329-3066 FAX: (406) 329-3064
Kaniksu National Forest	Washington	
Forest Service (All National Forests in Idaho except Clearwater, Idaho Panhandle, Bitterroot and Nezperce)	Southern Idaho	JOSEPH P. STRINGER Attorney Advisor Office of the General Counsel U.S. Department of Agriculture Room 205 507 25th Street Ogden, UT 84401-2450 Nevada except Phone: (801)
Forest Service (except 625-5441 Inyo National Forest Las Vegas (Clark and Lake Tahoe Basin County) Management Unit)		FAX: (801) 625-5465
Toiyabe National Forest	California	